

KENTUCKY

JUSTICE AND PUBLIC SAFETY

CABINET

State Annual Report

Edward Byrne Memorial
Justice Assistance Grants
Program

Fiscal Year July 1, 2009 – June 30, 2010

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Office of Justice Programs
United States Department of Justice

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SECTION I
EXECUTIVE SUMMARY

This is the FY 2009-2010 State Annual Report for the Edward Byrne Memorial Justice Assistance Grant to the United States Department of Justice, Bureau of Justice Assistance. This report is a reflection of the progress of programs across the Commonwealth of Kentucky which have been implemented, either wholly or in part, with JAG grant funding.

Within this report, information is provided about the evaluative techniques used by the Grants Management Branch in the monitoring and oversight of federally funded programs. In Section II, Overview and Evaluation Activities, detailed information gathered by Grants Management Branch staff regarding program operations and achievements reflects the Cabinet's level of dedication in providing the best criminal justice services to the Commonwealth. In Section III, Summary of Programs and Achievements, an overview of programs supported by JAG grant funding in Kentucky is given. In Section IV, Funding Allocation Summary, data is provided on the allocation of federal funds to programs, including amounts dedicated to each program area and total percentage of funding allocated as well as program areas categorized by JAG funding source. And finally, in Section V, Attachments, sample program monitoring and quarterly program report forms are provided.

The Kentucky Justice and Public Safety Cabinet, Grants Management Branch, serves as the State Administering Agency for JAG grant funding in Kentucky. Grants Management Branch staff are responsible for all aspects of the execution of the grant, from distribution of subgrant applications, through submission of funding recommendations to the Justice and Public Safety Cabinet's Secretary and Executive Staff, and subsequent monitoring of subgrant awardees. It is the responsibility of the Grants Management Branch staff to ensure that all funding is aligned with the initiatives and priorities of the administration.

Feedback from local and state lawmakers, treatment and prevention professionals, law enforcement, and concerned citizens of Kentucky continue to show an overwhelming need for programs to be developed and implemented which will address substance abuse across the Commonwealth.

As a result, special emphasis continued to be given to multi-jurisdictional drug task force agencies projects in FY 2009-2010. Other priority funding areas included: education and prevention concerning drug and alcohol use; treatment and alternatives to incarceration; and enforcement and prosecution improvement projects. Awards made reflected these priorities with over seventy-five percent (75%) of funds awarded to Kentucky's multi-jurisdictional drug task force agencies.

Due to limited JAG funds available, Kentucky used the bulk of its JAG FFY 2009 award to support the multi-jurisdictional drug task force agencies and relied on previous year JAG deobligated funds to subsidize the other priority areas which has resulted in the near depletion of past year JAG funds. In addition, the Justice and Public Safety Cabinet did not set aside any administrative funds from the JAG FFY 2008 award, and 10% from the JAG FFY 2009 award and that's being used for both the annual JAG and JAG ARRA, from which we took zero administrative funds.

SECTION II

OVERVIEW OF EVALUATION ACTIVITIES

One of the more vital roles of the Grants Management Branch (GMB) is the monitoring and evaluation of all programs and initiatives that receive funding through federal programs. All programs receiving Justice Assistance Grant (JAG) funding through the GMB are subject to this monitoring, regardless of agency size or nature. Program monitoring is essential not only for determining compliance with federal guidelines and contractual obligations, but for the purpose of building better programs and more effective practices in combating crime within Kentucky.

The responsibility for program monitoring and evaluation falls mainly on the JAG Program and Financial Managers. Program monitoring is generally carried out in one of two methods: desk monitoring and on-site program review.

- **Desk Monitoring:** From a programmatic standpoint, all programs receiving JAG grant funding undergo continuous desk monitoring throughout the grant year. As dictated in the special conditions set forth in the subgrantee requirements, all programs are required to submit GMB quarterly program reports, and as applicable, Bureau of Justice Assistance, Performance Measurement Tool quarterly program reports, that reflect the progress and activities of the grant period. These reports are designed to allow GMB to capture evaluative data and information. Upon receipt of these reports, the Program Managers review and process information submitted from each program and compare the results and activities to the individual goals and performance indicators set forth by the subrecipient. This allows for constant oversight of the implementation of federally funded programs, as well as allowing a proactive stance to finding and correcting deficiencies. In addition, this allows for a process evaluation to be conducted for all grant recipients. A copy of the GMB quarterly program report form is located in Section V of this report. Desk monitoring also allows similar year-round evaluation of programs as the Financial Managers also receive quarterly reports and, as required, detailed documentation of expenditures and financial transactions. This allows for better supervision for the dispersal of federal funds and enforcing compliance to all federal and state financial standards.

- **On-Site Monitoring:** On-site monitoring allows the Program and Finance Managers the opportunity to go out and meet one-on-one with the subgrantee to discuss and evaluate the funded program. This type of monitoring allows staff the opportunity to see first-hand the implementation of the program, day-to-day functioning and gain better insight into the program. Through this type of visit, Grants Management Branch staff can better make recommendations for future funding and help with future strategic planning. GMB conducts financial and program on-site monitoring on a periodic and as needed basis. Every subrecipient receives an on-site visit no less often than every three years and certain subrecipients receive more frequent visits if circumstances warrant. After the completion of the on-site visit, a copy of the Program or Financial Monitoring Tool is submitted to the Grants Branch Manager for review, and also to the agency so that they may use findings and suggestions to further enhance program functioning and capabilities. A copy of the program monitoring tool is located in Section V of this report.

SECTION III

Summary of Programs and Achievements

Drug Task Force grant recipients are those programs that are made up of multi-jurisdictional police agencies to combat drugs in a given area. These programs are required to provide additional detailed information in their applications and quarterly reports and are monitored more strictly and frequently than other program categories.

Federal Funding Awarded to Drug Task Forces: \$3,063,000

Goals

Through the cooperative efforts of multi-jurisdictional DTF and local law enforcement agencies, eliminate illegal drug sources and suppliers through enhanced enforcement.

Project Objectives

While the objectives may vary in the individual projects listed within this program area, there will remain some constants. These include:

- Locate and eradicate local to mid-level dealers
- Deploy officers in high risk areas targeting drug trafficking
- Work with other law enforcement entities and federal agencies in collaborative efforts
- Increase public awareness of program activities
- Attend trainings to assist officers in education on latest drug production trends
- Purchase equipment for undercover/surveillance work

Project Activities

Project activities may include drug busts, undercover/surveillance operations, attending trainings to enhance skills and knowledge, eradication, and media related activities to increase awareness of program effectiveness.

Performance Measures and Evaluation Methods

All projects complete quarterly program reports that quantifiably assess performance and process measures. These reports allow GMB staff the opportunity to measure performance against determined goals and objectives. And for the first time in FY 2009-2010, DTF subrecipients were required to report drug task force activities quarterly through the Bureau of Justice Assistance (BJA), Performance Measurement Tool (PMT) reporting system. Detailed information regarding each drug task force's program numbers is available through BJA's PMT reporting system.

Federal Funding Source

For the FY 2009-2010 grant cycle, GMB provided funding totaling \$3,063,000 out of the JAG FFY 2009 grant to the fourteen multi-jurisdictional drug task force agencies listed below:

- | | |
|------------------------------------|--------------------------------------|
| 1. Barren-Edmonson Counties DTF | 8. Kentucky State Police (KSP) DTF* |
| 2. Bowling Green-Warren County DTF | 9. Lake Cumberland Drug Task Force |
| 3. Buffalo Trace/Gateway DTF | 10. Lexington Metro Street Sales DTF |
| 4. Bullitt County DTF | 11. Louisville Metro DTF |
| 5. Central Kentucky DTF | 12. Northern Kentucky DTF |
| 6. FADE DTF | 13. Pennyrile DTF |
| 7. Greater Hardin County DTF | 14. South Central DTF |

*Also, in the FY 2009-2010 awards, an additional program of merit for the KSP Drug Task Force program totaling \$625,000 was funded out of the JAG ARRA FFY 2009 "stimulus" grant. With this award, the KSP DTF was able to contract with twenty local law enforcement agencies for local DTF agent support services.

Unrestricted grant project funds are awarded to organizations applying for over \$10,000 in total project costs that did not fall into the category of a multi-jurisdictional drug task force program. Projects in this area fall into several categories including; treatment, prevention, law enforcement, prosecution, corrections, and other criminal justice activities. The following is a break down of the unrestricted grants funded during the FY 2009-2010 grant period, as well as the grant number, project title, amount, funding source, and a brief synopsis of each program.

Federal Funding Awarded to Unrestricted grants: \$770,890

Agency: A New Beginning for Women Cultivating a Rose

Grant Number: 2009-JAG-00200

Project: Female Reentry Program

Federal Funding Amount: \$47,000

Funding Source: JAG FFY 2008

Overview: New Beginnings is located in downtown Louisville, Kentucky, and provides services to women recently released from correctional facilities across the region. Continued funding was provided for program staff. The facility is staffed 24 hours, can house up to seven women at a time, provides services from 6-12 months, and is very much a grass roots operation. The program survives on donations from local agencies, religious organizations and foundation grants. The program focuses on assisting women in transition from incarceration to independent living status and also provides aftercare services for clients which complete the program. The vast majority of treatment services provided at the agency are done on a pro bono basis by area professionals. This will be the last year of program funding for this project.

Agency: Administrative Office of the Courts

Grant Number: 2009-JAG-00307

Project: Drug Testing Pilot Program for Indigent Pre-trial Status Defendants

Federal Funding Amount: \$135,000

Funding Source: JAG FFY 2008

Overview: JAG funds were used to provide funding for a pilot program to assist in the random drug testing of indigent, pretrial status defendants located in some of the poorest areas of Kentucky. This project included the cost of the drug tests, GCMS confirmation for disputed positive tests, and training for pretrial officers in the pilot areas on proper drug testing procedures.

Agency: Harlan County Boys and Girls Club

Grant Number: 2009-JAG-00264

Project: SMART Moves Prevention Program

Federal Funding Amount: \$25,000

Funding Source: JAG FFY 2008

Overview: Developed by the Boys and Girls Club of America, SMART Moves (Skills Mastery and Resistance Training) is a drug prevention program that confronts young people in a positive way, equipping them with basic life skills, problem solving, decision-making abilities and communication skills, all designed to boost self-confidence and self-esteem. JAG funding was used to continue the support of the salary of the program coordinator and a part-time instructor. This program serves over 500 students annually in this depressed area of Eastern Kentucky. In relation to pre/post-tests comparison, participant scores increased an average of 30% in skills and knowledge necessary to avoid alcohol, tobacco, and other drugs.

Agency: Kentucky Crime Prevention Coalition/City of Elsmere

Grant Number: 2009-JAG-00255

Project: Statewide Neighborhood Watch Program

Federal Funding Amount: \$40,000

Funding Source: JAG FFY 2008

Overview: This program is run by Kentucky Crime Prevention Coalition (KCPC), one of the leading providers of prevention and safety materials in Kentucky. Because of continued grant funding, KCPC has been able to provide Neighborhood Watch and Meth Watch trainings across the state, free of charge. Also, with grant funding, KCPC was able to ship safety and prevention brochures across the state to local groups and agencies free of charge, as well as, hold monthly roundtable meetings with prevention specialists and experts from across the state.

Agency: Kentucky Department of Corrections

Grant Number: 2009-JAG-00275

Project: Female Reentry Program

Federal Funding Amount: \$134,705

Funding Source: JAG FFY 2008

Overview: Funding provided continued support to the Female Reentry Program which is designed to maintain approximately 18-20 halfway house beds to provide aftercare treatment to substance-dependent females upon release from prison. The Kentucky Department of Corrections anticipates program participants will: 1) abstain or decrease use of drugs/alcohol; 2) comply with laws and the stipulations of their parole to avoid revocation; 3) seek/earn gainful employment placements; and 4) transition into an independent living situation. As a result of the program, individuals will be able to cope with the daily stresses of life and avoid substance use and criminal activity. The overall goal of this program is to increase public safety and reduce the long-term costs associated with recidivism.

Agency: Kentucky Department of Corrections

Grant Number: 2009-JAG-00322

Project: Reentry One-Stop Center Pilot Program

Federal Funding Amount: \$50,000

Funding Source: JAG FFY 2008

Overview: Funding was provided to implement a Reentry One Stop Center pilot program for the Kentucky Department of Corrections partnering with Spalding University in Louisville. The goal of the Reentry One Stop Center was to engage offenders in a variety of services designed to make their transition from prison to the community more successful. The program's design provided the caseworkers, therapists, and medical services needed to promote positive change for the offender with the level of services provided and the frequency of contact varying depending on offender need.

Agency: Kentucky Department of Corrections

Grant Number: 2009-JAG-00320

Project: Probation and Parole Offender Identification Improvement Project

Federal Funding Amount: \$13,000

Funding Source: JAG FFY 2005

Overview: Funding was provided to meet a critical need to supply cameras in the local Probation and Parole Offices. The Kentucky Department of Corrections is required to maintain updated photos for each offender on supervision in the community. New digital cameras were necessary to effectively meet this requirement.

Agency: Kentucky Department of Corrections
Grant Number: 2009-JAG-00321
Project: Probation and Parole GPS Unit Project
Federal Funding Amount: \$9,900
Funding Source: JAG FFY 2007

Overview: Funding was provided to a meet critical need for GPS units in the local Probation and Parole Offices. The Kentucky Department of Corrections is required to conduct home visits, curfew checks and employment checks and GPS systems will assist officers in meeting those requirements.

Agency: Kentucky Department of Criminal Justice Training
Grant Number: 2009-JAG-00274
Project: Cold Case Resolution Project
Federal Funding Amount: \$100,000
Funding Source: JAG FFY 2007

Overview: The Kentucky Department of Criminal Justice Training, in collaboration with the Lexington Metro Police Department received funding to design and implement the "Cold Case Resolution" Project to provide the requisite skills for law enforcement officers across Kentucky to reopen and resolve "cold cases."

Agency: Kentucky Department of Juvenile Justice
Grant Number: 2009-JAG-00462
Project: Juvenile Intensive Supervision Team (JIST) Program
Federal Funding Amount: \$34,000
Funding Source: JAG FFY 2008

Overview: Funding for this project was used for the development and implementation of the JIST (Juvenile Intensive Supervision Team) program at eight current sites and seven expansion sites. The grant provided funds for protective vests, drug screening supplies, and training for Kentucky Department of Juvenile Justice staff.

Agency: Laurel County Commonwealth's Attorney Office, 27th Judicial Circuit
Grant Number: 2009-JAG-00176
Project: Cease Fire Program
Federal Funding Amount: \$27,082
Funding Source: JAG FFY 2008

Overview: The 27th Judicial Circuit is located in South Central Kentucky and is comprised of Laurel and Knox Counties. This area has been plagued in recent years with prescription drug problems, including Oxycontin, and has seen a tremendous increase in criminal activity, particularly gun related crimes. With continued grant funding, the Commonwealth Attorney has been able to hire an assistant prosecutor to focus completely on the prosecution of felonies involving firearms. The program has been very successful with an average of over 90% of the cases resulting in prison time as well as a significant number of homicides being resolved. Because of the enhanced prosecution, there has been a continued downtrend in the amount of firearm related felonies.

Agency: Maryhurst, Incorporated
Grant Number: 2009-JAG-00206
Project: Collaborative After School Program (CLASP)
Federal Funding Amount: \$45,203
Funding Source: JAG FFY 2008

Overview: The CLASP Program provided its fifth year of serving middle school youth at the Meyzeek Middle School, located in Louisville, KY. Continued JAG funding was used to fund the salaries of program and instructional staff. The CLASP program is designed to positively impact negative issues youth are faced with by offering highly structured activities and techniques that help youth develop positive values, social

competencies, and positive identities. CLASP participants develop positive attitudes and skills so as to prevent future substance abuse, violence, school disruptions and delinquent behaviors. Program outcomes have demonstrated that over 80% of participants develop positive attitudes towards drug-free lifestyles and are able to utilize coping skills to positively deal with their anger while in CLASP.

Agency: Operation Unite

Grant Number: 2009-JAG-00157

Project: Residential Substance Abuse Treatment Counselor for Reentry Program

Federal Funding Amount: \$26,000

Funding Source: JAG FFY 2008

Overview: Funds were used to support an additional direct primary care counselor for the West Care residential substance abuse treatment facility located in Eastern Kentucky. This facility has been able to increase its service capacity by 15 beds with the continued funding of this counselor. Funding of this project has brought increased treatment services to an area of Kentucky which is severely underserved.

Agency: Prodigal Ministries

Grant Number: 2009-JAG-00216

Project: Faith Based Reentry Program

Federal Funding Amount: \$31,000

Funding Source: JAG FFY 2008

Overview: Prodigal Ministries is a faith-based agency located in the Louisville, Kentucky, area offering transitional services to both male and female clients upon release from incarceration from Kentucky correctional facilities. This agency has three transitional centers—two male and one female and can serve up to 30 clients at any given time. Funding was continued for two part-time positions--a program director and case manager--who serve clients located at these three facilities. The additional staff funded through this grant has made a significant difference in the number of clients served as well as the quality of services provided.

Agency: Transitions, Incorporated

Grant Number: 2009-JAG-00158

Project: Offender Re-Entry Initiative

Federal Funding Amount: \$26,000

Funding Source: JAG FFY 2008

Overview: Through this project, chemically dependent adult males on pre-release status residing at Transitions' Two Rivers Treatment Center located in Northern Kentucky participate in chemical dependency treatment followed by employment readiness classes, community service, and ongoing participation in family counseling services. Through continued JAG funding, Transitions was able to provide services to over 100 male offenders.

Agency: West Care Kentucky, Inc.

Grant Number: 2009-JAG-00265

Project: West Care Kentucky Treatment Facility

Federal Funding Amount: \$27,000

Funding Source: JAG FFY 2008

Overview: West Care Kentucky's decision to locate a residential drug and alcohol treatment facility in Eastern Kentucky was in response to the insufficient treatment resources available as a result of the growing drug dependency and drug abuse in this area of Kentucky. It is estimated that this district has less than 10% of the residential capacity considered necessary to meet treatment needs for persons with substance use disorders. Grant funds were used to continue funding of a case specialist to manage the clients which come from Kentucky's criminal justice system to West Care. The services provided are vital to sustain successful, long-term recovery outcomes for these clients.

Restricted grant funds are awarded to organizations applying for projects totaling under \$10,000 in project costs. Activities funded out of this category were primarily law enforcement projects. The following is a break down of the restricted grants funded during the FY 2009-2010 grant period, including grant number, agency, project title, federal award, and funding source.

Federal Funding Awarded to Restricted grants: \$126,284

Grant Number	Agency	Project Title	Federal Award	Funding Source JAG FFY
2009-JAG-00224	Taylor Mill Police Dept.	Speed Alert Project	\$6,957	2006
2009-JAG-00270	Beattyville Police Dept.	Drug Investigation Surveillance Camera Project	\$2,235	2008 Supp.
2009-JAG-00325	Carroll County Sheriff's Office	Radio Communications Upgrade	\$7,129	2008 Supp
2009-JAG-00252	Carrollton Police Dept.	Pharmaceutical Drug Disposal Program	\$1,147	2006
2009-JAG-00220	Cave City Police Dept.	Back-up Weapons & Surveillance Cameras	\$2,972	2006
2009-JAG-00159	City of Beaver Dam	Portable Radio Project	\$7,055	2008 Supp
2009-JAG-00260	ECHO, Exploited Children's Help Organization	Copier Machine Project	\$7,500	2008 Supp
2009-JAG-00277	Erlanger Police Dept.	Taser x26 Project	\$7,335	2008 Supp
2009-JAG-00186	Ft. Mitchell Police Dept.	Digital In-Car Camera Project	\$7,500	2008 Supp
2009-JAG-00263	Fulton Police Dept.	Digital Portable Radio Project	\$7,500	2008 Supp
2009-JAG-00237	Henderson Police Dept.	Digital In-Car Camera Project	\$4,418	2008 Supp
2009-JAG-00164	Independence Police Dept.	Taser Grant	\$7,490	2008 Supp
2009-JAG-00323	Independence Police Dept.	Crime Scene Investigations Equipment	\$4,027	2007
2009-JAG-00324	Independence Police Dept.	Digital In-Car Video Camera	\$6,750	2008 Supp
2009-JAG-00460	Dept. of Juvenile Justice	Motivational Interviewing Training	\$7,136	2008 Supp
2009-JAG-00461	Dept. of Juvenile Justice	Webcam Communications Project	\$1,988	2007
2009-JAG-00293	Knox County Sheriff's Office	Deputy Safety Taser Project	\$7,453	2008 Supp
2009-JAG-00297	Lakeside/Crestview Hills Police Dept.	Taser Acquisition	\$2,432	2007
2009-JAG-00258	Maysville Police Dept.	RADAR Trailer	\$7,500	2008 Supp
2009-JAG-00291	Taylor County Jail	Security Camera System Project	\$6,898	2008 Supp
2009-JAG-00189	University of Kentucky Police	Women's Safety and Self Defense Course Equipment	\$1,800	2008 Supp
2009-JAG-00192	University of Kentucky Police	Police Bicycle Patrol Replacement	\$3,750	2008 Supp
2009-JAG-00257	Women's Crisis Center	Computer Technology Replacement	\$7,312	2008 Supp

Section IV

Funding Allocation Summary

FY 2009-2010 Awards Programs Categorized by Program Area

Program Area	Number of Programs	Award Totals	Percentage Estimate
*Multi-jurisdictional Drug Task Force Programs (Programs made up of police agencies in a given area to combat illegal drug sources and suppliers through enhanced enforcement.)	14	\$3,063,000	77%
Unrestricted Programs (Total projects \$10,000 and above, which included funding for treatment, prevention, corrections, law enforcement and general criminal justice improvement projects)	16	\$770,890	20%
Restricted Programs (Total projects under \$10,000 which included funding primarily for law enforcement projects and other general criminal justice improvement projects)	23	\$126,284	3%
Totals	53	\$3,960,174	100%

FY 2009-2010 Awards Programs Categorized by Funding Source

Program Area	Number of Programs	Award Totals	Funding Source
*Multi-jurisdictional Drug Task Force Programs	14	\$3,063,000	JAG FFY 2009
Restricted Programs	17	\$106,761	JAG FFY 2008 Supplemental
Unrestricted Programs	13	\$647,990	JAG FFY 2008
Unrestricted and Restricted Programs	5	\$118,347	JAG FFY 2007
Restricted Programs	3	\$11,076	JAG FFY 2006
Unrestricted Programs	1	\$13,000	JAG FFY 2005
Totals	53	\$3,960,174	

*Also Note--in the FY 2009-2010 award cycle, the Kentucky State Police Drug Task Force received an additional \$625,000 in JAG ARRA FFY 2009 “stimulus” funds for a special project of merit.

SECTION V
ATTACHMENTS

GRANTS MANAGEMENT BRANCH
KENTUCKY JUSTICE AND PUBLIC SAFETY CABINET
PROGRAMMATIC REVIEW OF SUBGRANTEE

Subgrantee:		Grant Number:	
Grant Period:		Budget:	
Project Title:		Federal	\$
Reviewed By:		Match	\$
Review Date:		Total	\$

A. GENERAL INFORMATION

Did monitor examine facility?	Yes	No	N/A
Staff/Board Members/Others interviewed (Note names, titles):			
Have there been any changes in grant staff or officials since award? List:			
NOTES:			

B. CLIENT SERVICES*

# Clients interviewed:			N/A
# Client files reviewed:			N/A
Does the project have procedures for referral for individuals that cannot be served and/or in emergency situations?	Yes	No	N/A
Does the project maintain documentation demonstrating that client/victim services are being coordinated with other community agencies in the area?	Yes	No	N/A
List contacts with civic groups, law enforcement, social service agencies, court systems:			
Are services offered easily accessible to clients/crime victims?	Yes	No	N/A
Is there evidence of non-discriminatory practices in serving clients/victims of crime? How is this done?	Yes	No	N/A
Is there written documentation of appropriate follow-up services?	Yes	No	N/A
Is there adequate staff coverage, including emergency situations, during all hours of operations?	Yes	No	N/A
Were sufficient client release form(s) signed to allow monitor to review client files?	Yes	No	N/A
Are client records maintained in a systematic manner?	Yes	No	N/A
Are client records maintained in a secure manner to assure confidentiality?	Yes	No	N/A
Does the project have written documentation of referrals given and received from other agencies, particularly law enforcement and criminal justice agencies?	Yes	No	N/A
List services offered to agency/project clients (internal/external):			

Do staff/community believe program is assisting clients/victims in the community? Describe:	Yes	No	N/A
NOTES:			
*Responses required for all VOCA/VAWA grantees			

C. PROJECT ACTIVITIES

List services provided by this project:			
List areas served by project, noting any changes:			
Have all project activities described in application been completed? If not, which ones are incomplete?	Yes	No	N/A
Are changes in project's scope or period anticipated? Has/will a GAN be initiated: If so, please describe:	Yes	No	N/A
Are grant project files maintained in an orderly and systematic manner, including supporting documentation?	Yes	No	N/A
Does agency collaborate with other organizations in delivery of grant services? Describe.	Yes	No	N/A
Please describe community involvement/perception of program:			
What type of work is done in the course of a typical day or week?			
How does agency/project conduct outreach into the community?			
What obstacles are encountered?			
Has agency developed a region-wide prevention plan?*	Yes	No	N/A
Does agency have current needs/resource document for each project?*	Yes	No	N/A
Has the RPC conducted annual evaluations of the community process and outcomes?*	Yes	No	N/A
Does RPC staff attend coalition meetings/monitor progress?*	Yes	No	N/A
NOTES:			
*Responses required for all Champions grantees			

D. GOAL/OBJECTIVE ACHIEVEMENT & PERFORMANCE MEASURES

Have all goals stated in the application been completed? If not, which ones remain incomplete?	Yes	No	N/A
Discuss progress towards achieving the goal(s)/objective(s) of this project. Are modifications anticipated?			
Have any objectives been abandoned? If so, why and how does/will that	Yes	No	N/A

action affect achievement of goal?			
Is this project internally monitored for success	Yes	No	N/A
Are records maintained on project data? Describe:	Yes	No	N/A
Is performance being achieved as expected?	Yes	No	N/A
What problem(s) preclude achievement, if any?			
Are revisions necessary?	Yes	No	N/A
NOTES:			

E. TRAINING AND TECHNICAL ASSISTANCE

List training and technical assistance needs identified by project personnel:			
Have project personnel received any special training or technical assistance as a result of this project? Describe:	Yes	No	N/A
Does the project/agency provide training to unpaid and paid staff?*	Yes	No	N/A
Do personnel receive training on assisting victims in applying for victim compensation?*	Yes	No	N/A
Are training and technical assistance needs budgeted in grant adequate?*	Yes	No	N/A
What training has been completed or planned to meet the 24 hour VOCA/VAWA requirement?*			
NOTES:			
*Responses required for all VOCA/VAWA grantees			

F. ADMINISTRATIVE

FUND CONTROL

Are expenditures commensurate with project progress and budget categories? (Ex. If visit occurs six months into project, is there more or less than half the granted amount left?)	Yes	No	N/A
Does agency anticipate that any grant award funds will be deobligated? Estimated amount:	Yes	No	N/A
Have steps been taken to insure that personnel costs and/or other expenses associated with fund raising are not financed with federal or match funds?	Yes	No	N/A
Have steps been taken to insure that federal or match funds for personnel costs (direct or indirect) will not be used for lobbying of any law, regulation, or policy, at any level of government?	Yes	No	N/A
If examined (i.e., LSF, CHMP grants), does agency have an established accounting system sufficient to track expenses and avoid commingling of funds?	Yes	No	N/A
If examined (i.e., LSF, CHMP grants), do all transactions appear to be properly approved by program and fiscal administration?	Yes	No	N/A

If examined (i.e., LSF, CHMP grants), does the agency generate internal reports to show assignment of expenditures and receipts?	Yes	No	N/A
Is all program income (including asset seizures and forfeitures) earned as a direct result of this grant currently reported to GMB?	Yes	No	N/A
Is GMB prior approval sought for all projects/expenditures funded with program income earned as a direct result of this grant?	Yes	No	N/A
NOTES:			
See Financial On-Site Visit Questionnaire for further details.			

PERSONNEL

Are personnel costs included in the project?	Yes	No	N/A
Have all project staff been employed? Where applicable, are positions backfilled to avoid supplanting?	Yes	No	N/A
Is there documentation of time and attendance, with signatures of staff/volunteer and supervisor?	Yes	No	N/A
Were completed grant personnel timesheets examined?	Yes	No	N/A
Were completed grant volunteer timesheets examined?	Yes	No	N/A
Do timesheets properly reflect time and activities designated to project?	Yes	No	N/A
If 100% of time not designated to project activities, is time designated correctly?	Yes	No	N/A
Is there evidence that staff credentials meet the criteria for professional positions?*	Yes	No	N/A
Does the project have an active volunteer program?*	Yes	No	N/A
Does the project provide appropriate supervision to direct service providers of the project?*	Yes	No	N/A
Does the agency routinely notify GMB of personnel changes during the grant year?	Yes	No	N/A
NOTES:			
*Responses required for all VOCA/VAWA grantees			

EQUIPMENT

Have all requested equipment items been purchased within required period?	Yes	No	N/A
Has all equipment been properly inventoried (inventory tags, documentation, recorded in database)	Yes	No	N/A
Is equipment being used as indicated by the grant?	Yes	No	N/A
NOTES:			

TRAVEL

Are budgeted travel funds sufficient for program activities?	Yes	No	N/A
Have travel funds been expended to date, with GMB approval, if applicable?	Yes	No	N/A
Are expenditures for travel substantiated by adequate documentation?	Yes	No	N/A
NOTES:			

REPORTING

Are Program Reports submitted in a timely manner?	Yes	No	N/A
Are Program Reports completed to GMB's guidelines? List changes that may improve the information currently being submitted:	Yes	No	N/A
If examined (i.e., LSF, CHMP grants), are Financial Reports submitted in a timely manner?	Yes	No	N/A
If examined (i.e., LSF, CHMP grants), are Financial Reports completed to GMB's guidelines? List changes that may improve the information currently being submitted:	Yes	No	N/A
Does agency require/request any assistance with reporting?	Yes	No	N/A
Has agency submitted supporting documentation as requested?	Yes	No	N/A
NOTES:			

AWARD CONDITIONS

Was award made with Special Conditions? If yes are conditions/issues satisfied?	Yes	No	N/A
Is agency required to complete an EEO Plan?	Yes	No	N/A
Is a copy of the plan available?	Yes	No	N/A
Does agency provide meaningful access to individuals with limited English proficiency (LEP)?	Yes	No	N/A
Is a copy of the LEP plan available?	Yes	No	N/A
NOTES:			

OTHER

Have any findings of discrimination been entered against your agency? Describe findings or pending investigations:	Yes	No	N/A
Are any incidences of fraud known or suspected to have occurred within the agency or subcontractors? Describe pending investigations or known incidences:	Yes	No	N/A
Does the agency have sufficient policies and procedures in place to administer grant funded and other agency programs? Was agency Policy &	Yes	No	N/A

Procedures Manual, or comparable, available for review?			
Does the agency routinely notify GMB of changes during the grant year?	Yes	No	N/A
Does the agency have any other issues of concern related to its grant program staff, operations, etc?	Yes	No	N/A
Agency supervised by: Governmental Agency (Specify): Administrative Board (Specify): Other (Specify):			
Does agency have an Advisory Board?	Yes	No	N/A
NOTES: 			

G. ACTION ISSUES/PLAN

List deficiencies/problems identified and date to complete revision(s).

Action Issues	Completion Date
<i>May add more rows as necessary.</i>	
NOTES: 	

H. MONITOR'S COMMENTS AND RECOMMENDATIONS

Monitor's Signature:	Date:
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QUARTERLY PROGRAM REPORT

You are here:

PART A - GENERAL PROJECT INFORMATION

Instructions

- Required fields are marked with an *.
- When you are finished filling out this page, please click SAVE. You must SAVE before proceeding or you will lose data.

The Kentucky Justice & Public Safety Cabinet's Grants Management Branch will submit data from this report to the Bureau of Justice Assistance at the end of each grant year or the termination of a subgrant project, whichever occurs first. The report's purpose is to collect performance information on subgrant recipients and projects. This data is used by BJA for program activity reports to the Administration, the Congress, and the States.

Project Title:

Reported By:

Contact Person:

Title:

Phone:

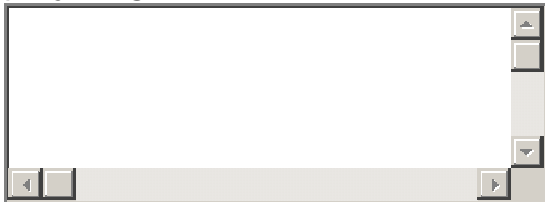
Email:

Describe the progress the subgrantee has made toward obtaining state or local funds to continue this project.



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Please describe any collaborative efforts made with outside agencies to accomplish project goals.

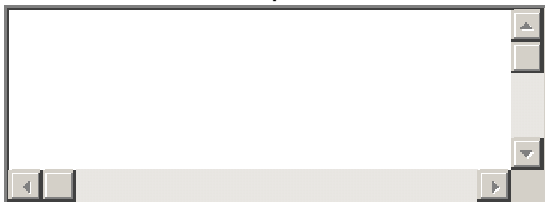


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During the reported quarter, have there been changes or alterations to original program goals and objectives?

☐ Yes ☒ No

If Yes, Please Explain:



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Created By:

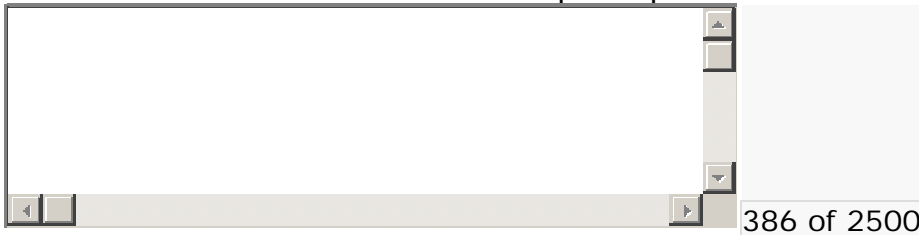
You are here:

PART B - PERFORMANCE ASSESSMENT

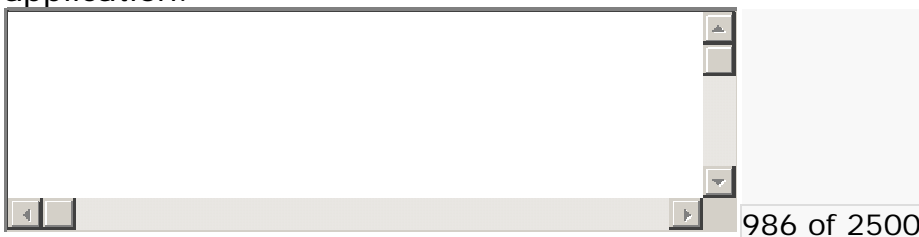
Instructions

- Required fields are marked with an *.
- When you are finished filling out this page, please click SAVE. You must SAVE before proceeding or you will lose data.

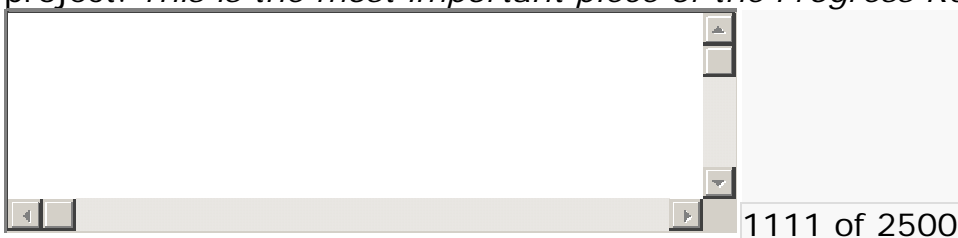
Project Description: Provide a concise narrative description of the project from available application documents incorporating the goal statement. The description should not deviate from the description provided in the approved application.

A large rectangular text input area with a light gray border. On the right side, there is a vertical scrollbar. At the bottom left, there are two small square buttons, one with a left arrow and one with a right arrow. At the bottom right, there is a small square button with a downward arrow. To the right of the text area, there is a light gray vertical bar. Below the text area, the text "386 of 2500" is displayed.

Project Objectives: List the specific objectives - those stated in the approved application:

A large rectangular text input area with a light gray border. On the right side, there is a vertical scrollbar. At the bottom left, there are two small square buttons, one with a left arrow and one with a right arrow. At the bottom right, there is a small square button with a downward arrow. To the right of the text area, there is a light gray vertical bar. Below the text area, the text "986 of 2500" is displayed.

Project Activities: Report project activities put in place to implement the project. Discuss only those activities occurring during the period for which this report is provided. The project activities should be linked to the specific objectives of the project. *This is the most important piece of the Progress Report.*

A large rectangular text input area with a light gray border. On the right side, there is a vertical scrollbar. At the bottom left, there are two small square buttons, one with a left arrow and one with a right arrow. At the bottom right, there is a small square button with a downward arrow. To the right of the text area, there is a light gray vertical bar. Below the text area, the text "1111 of 2500" is displayed.

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Related Pages